## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/03/15 CLOSING DATE: 02/12/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC B SCDC POSITION #: 013697

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: KERSHAW CORRECTIONAL INSTITUTION, KERSHAW (LANCASTER) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

BAND: 03 SALARY RANGE \$ 021484 - \$ 039754 SPECIAL INCENTIVE: NO

LEVEL: A SALARY RANGE \$ 021484 - \$ 034027 SCEIS POSITION #: 61021474

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

## AGENCY PREFERRED QUALIFICATIONS:

TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

## DESCRIPTION OF DUTIES:

PREPARES LETTERS, MEMORANDUMS, DISCIPLINARY REPORTS AND OTHER
DOCUMENTS FOR THE MAJOR, ADMINISTRATIVE CAPTAIN, AND DHO. MAINTAINS
FILES PERTINENT TO THE INMATE DISCIPLINARY HEARINGS. ENSURES THAT
MAJOR DISCIPLINARY HEARINGS ARE ENTERED WITHIN ALLOTED TIME. ENSURES
SCHEDULING AND PREPARATION OF APPROPRIATE PAPERWORK FOR DHO. PROCESS
INCOMING MAIL, REPORTS, AND CORRESPONDENCE. REQUEST AND MAINTAIN
SUPPLIES. THIS POSITION IS UNDER DIRECT SUPERVISION OF THE MAJOR
AND SERVES AS ADMINISTRATIVE SUPPORT FOR THE ADMINISTRATIVE CAPTAIN
AND DHO

## COMMENTS:

MUST ATTEND SCDC BASIC TRAINING
THIS IS A REANNOUNCEMENT